

## Workspace Area Organization Checklist

*Made for super busy people*

This is what often happens; you walk by your workstation and there are things everywhere. Two things might happen:

- 1) You get **overwhelmed** because you know it needs to be more organized. You either turn to do something else because the feeling of being overwhelmed is getting you stressed.
- 2) You end of working on the **wrong priority** because everything is just all mixed together – no order of priority.

Use this checklist as a guide to help make the workstation more manageable.

✓	<b>Follow this guide; put a checkmark where complete.</b>
	<b>I can actually see parts of my workspace to clean/wipe each morning or evening.</b>
	I have a lot of piles of work, but they are all toward one side of the workspace – not scattered everywhere.
	<b>There are no leftover foods and drinks in my area; I only have work-related items.</b>
	I have proper lighting near my workspace.
	I have a trash container near my workspace that gets emptied daily or once every 2 days.
	<b>I have a file cabinet nearby to store paperwork.</b>
	I look through my file cabinet at the beginning of each year to get rid of items I will have no use for anymore.
	<b>Once each year, I have it calendared to do nothing for a day or two but go through workspace and put items away in cabinets/drawers, or destroy completely if useless.</b>
	When I try to get something near my workspace, I don't knock over other items because of too much clutter.
	<b>I have small containers of just what I need and use on a daily basis on or near my workstation – my work tools and supplies.</b>
	I have taken the time to label the cabinets and drawers to make sure I know what I have there and to help others around me know, also, in case they need to go and retrieve something for me.
	<b>Once each week, I set aside time to organize everything around my workspace and make sure I can actually see the workspace – no clutter on or around it.</b>
	The floor near my workstation is clear – no one will trip over anything if walking by.